



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 2 Bilingual [Classified Competitive]			Salary P21 \$51,529.96 - \$72,953.40
Posting Number 68-15	Position Number 952665	Number of Positions 1	Posting Period * From: 5/06/15 To: 5/20/15
Location: Dept of Health / Family Health Services / Community Health & Wellness 50 East State Street 6th Floor, Trenton NJ 08625-0364			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Assist lead agencies with evidenced based recruitment and navigation strategies for populations as needed. Develop cancer related educational materials for the NJCEED Program. Conduct site visits and provides technical assistance to lead agencies with Spanish-speaking populations as needed. Provide case management support to the 22 lead agencies when necessary. Assist in the preparation of outreach reports/activities. Maintains & orders outreach and educational materials for the NJCEED Program. Assist in the coordination of evidenced based Annual Outreach and Policy/Systems Change Campaigns. Conduct Spanish & English outreach and evidenced based presentations in communities. Provide technical assistance to other programs within Family Health Services Division as needed.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience in a health or social service related program-involving responsibility for interviewing, investigating, or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>SPECIAL SKILL: Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #68-15 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTFHS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**